



**JUNE 21, 2018**

**Re: 18ITB052218-DRR, JANITORIAL SERVICES**

Dear Respondent(s):

**Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 18ITB052218-DRR, Janitorial Services.**

**Except as provided herein, all terms and conditions in the 18ITB052218-DRR referenced above remain unchanged and in full force and effect.**

Sincerely,

*Donald R. Riley*

**Donald R. Riley, CPPB  
Purchasing Specialist**

**18ITB052218-DRR, JANITORIAL SERVICES**  
**Addendum No. 1**  
**Page Two**

This Addendum forms a part of the contract documents and **modifies** the original ITB documents as noted below:

**Attached hereto are responses to questions submitted in reference to the above ITB solicitation along with an updated bid pricing form.**

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1**

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the quote due date and time **JUNE 26, 2018 before 12:00 P.M. (NOON) E.S.T.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**QUESTIONS      REGARDING      18ITB052218-DRR,      JANITORIAL  
SERVICES:**

The Scope of Work for the Waste Water Treatment Plant (WWTP) has been modified to reflect the information below for cleaning of the WWTP. The services below are to be performed every Wednesday and Friday of each.

**WW Treatment Plant**

Twice Weekly – (Wednesday and Friday)

Full building

- Empty all trash receptacles.
- Spot clean interior and exterior surface of receptacles.
- Replace soiled or torn liners
- Dust all window sills
- Wipe all door handles with an approved cleaner
- Vacuum carpeted floors
- Sweep and mop non-carpeted floors
- Spot clean carpet (as needed) with an extractor or bonnet
- Wipe windows to remove smudges
- Wipe glass doors with approved cleaner (leaving streak free)
- Remove cobwebs

Restrooms

- Empty trash receptacles.
- Spot clean interior and exterior surface of receptacles.
- Replace soiled or torn liners
- Wipe all stalls (entire surface and door) with approved cleaner
- Wipe toilets and urinals (ensure all are flushed)
- Stock toilet tissue and paper towels
- Stock soap dispensers
- Wipe counter tops with approved cleaner
- Wipe sinks and faucets with approved cleaner
- Wipe mirrors (leaving streak free) with approved cleaner
- Remove any remaining trash from floor
- Sweep and mop floors

Break Rooms

- Wipe table with approved cleaner
- Sweep
- Spot mop floors as needed
- Wipe chairs with approved cleaner
- Wipe counter tops with approved cleaner
- Dust window sills
- Wipe sink and faucet with approved cleaner
- Wipe countertops with approved cleaner
- Wipe exterior of refrigerator
- Wipe water fountains with approved cleaner

Monthly

- 

Buff the floors

Every 6 months -

Strip and wax floors